

REQUEST-a-REPORT BY MAIL APPLICATION

Long Beach Police Department
Records Division
100 Long Beach Blvd.
Long Beach, Ca. 90802

Please carefully read the "Procedures to Request a Report" section and any other applicable section(s) below. If you are authorized by law to receive a copy of a Long Beach Police Department report, your request will be accepted and processed.

PROCEDURES TO REQUEST A REPORT

Individuals may pick up an application in the lobby of the Public Safety Building or request an application be mailed by calling (562)570-7381. Field Officers will also provide this report application form when a report is taken. This report application form must be filled out completely and signed. Mail your request to the L.B.P.D. Records Section at the above address.

TRAFFIC COLLISION REPORTS

Traffic Collision Reports, CVC Section 20012 (Reports Confidential), provides the release of reports to persons involved, witnesses, drivers, guardians, parents of minors, persons injured, owners of vehicles or property damaged, persons who may incur civil liability, and authorized representatives of a driver, i.e., attorney or insurance company. Representatives must submit a policy or claim number.

Reports involving a fatality, felony hit-and-run, or city property damage will require approval for release by the Accident Investigation Detail. Approval will be requested by the Records Section and mailed when authorization is received.

CRIME REPORTS AND ARREST REPORTS

Citizens requesting a copy of a report must complete this form. The investigator handling the case must approve the release. Those approved will be mailed within 10 working days (6256GC). All reports will be stamped "CONFIDENTIAL."

Individuals arrested may request copies of a report with proper identification. Fingerprints will be taken or must be provided for identification purposes. If litigation is pending in court, the District Attorney's office (felonies) or the City Prosecutor's office (misdemeanors) must be contacted.

SUMMARY OF CRIMINAL OFFENDER INFORMATION

Individuals desiring to review their record with the Long Beach Police Department must apply in person Monday - Friday, 8:00 AM - 5:00 P.M. Individuals will be identified by fingerprints and provided with the date, time, location, charge and disposition of their local arrests. Request for records from the F.B.I. or California Department of Justice should be directed to those agencies.

SUBPOENAS DUCES TECUM

Civil subpoenas exhibiting a case number, court date, time and location will be accepted by the Department Court Affairs Office (fee \$15.00).

INSURANCE COMPANIES

All letters of subrogation submitted must contain our Department Record (DR) number or they will be returned.

APPLICATION FOR RELEASE OF ARREST INFORMATION, TRAFFIC COLLISION AND/OR INCIDENT INFORMATION

Date _____ DR # _____ CALL# _____

Officer #1 _____ DID#1 _____

Officer #2 _____ DID#2 _____

Person(s) / Business Involved _____ D.O.B. _____

Crime Class _____ Type of Crime _____

Date Occurred _____ Time Occurred _____ Date Reported _____

Location of Incident _____

Person Requesting Report _____

Address _____
Last First Middle
Street City Zip code

Telephone _____

Insurance Co./Law Firm Requesting Report _____

Address _____
Street City Zip code

Telephone _____

Info Needed for _____

PARTY OF INTEREST (Check One)

- ☐ Citizen
☐ Person involved, driver, passenger, pedestrian, registered owner, victim
☐ Attorney (Attach signed authorization of individual represented)
☐ Representative of insurance company. Fill in Policy/Claim#

CERTIFICATION

I declare under penalty of perjury, that:

☐ I am _____
Print Your Name

☐ I represent the _____ Insurance Company

☐ I am the Attorney representing _____

Signature _____

Person Requesting Report

POLICE DEPARTMENT USE ONLY

PD Employee processing request DID _____ Date _____

Detective releasing/denying report _____ DID _____

Reports are available in an alternative format by request. (562) 570-7381.